

Procedure: <i>Waiver, Equivalence or Deferral Request</i>	
Issue Date: May 5, 2000	Procedure ID: <i>P-TR-030</i>
Supersedes: March 8, 2000	Rev/Change 2.0

1. **Purpose:** To determine if an employee may be excused from having to take a required course, obtain equivalence by viewing CISTP training videos; or if an employee may defer taking a required course.
2. **Applicability:** This procedure is applicable to all government and contractor personnel assigned to ATISD.
3. **Responsibility:** Process Improvement Manager
4. **Support:** Training Coordinator
5. **Invoked By:** As Needed
6. **Inputs:** N/A
7. **Outputs:**
Waiver, Equivalence or Deferral S-TR-030
8. **Procedures Invoked:** N/A
9. **External Procedures Referenced:** N/A
10. **Procedure Steps:**
 - a) The Employee fills out the Waiver, Equivalence or Deferral (WED) form (S-TR-030) and submits it to their supervisor for their signature.
 - b) The Employee submits the signed WED to the Software Process Improvement Chairperson (SPGC) for review.
 - c) The SPGC reviews the WED and decides on its disposition.
 - d) The SPGC records the disposition on the WED and returns a copy to the Employee.
 - e) If the WED is granted, the SPGC gives a copy to the Training Coordinator.
 - f) The Training Coordinator records the results in the Training Database.
11. **Notes:** N/A